

# EDUCATIONAL ADMINISTRATION STUDENT PORTFOLIO

## STUDENT INSTRUCTIONS FOR UPLOADING DEMONSTRATION TASK ASSIGNMENTS

### A. General Instructions

Copies of Demonstration Task assignments and assignments for Internship One and Two must be submitted by each student to his/her Masters Degree in Educational Administration Student Portfolio. Student Portfolios are maintained on Rutgers SAKAI and replace paper copy portfolios previously required in the Educational Administration Masters Program. Submission to the portfolio does not replace submitting the assignment to the course instructor. Individual instructors will collect and grade student assignments in accordance with their course procedures. In addition, instructors will also assess portfolio submissions following standardized rubrics established by the Educational Administration Program.

To access the Educational Administration Student Portfolio Website student must first have a Rutgers NetID. NetIDs can be obtained by following the directions at:

<http://oit.rutgers.edu/services/account/quick.html>

### B. To Upload Demonstration Tasks:

	Action:	Results:
1.	The assignment you have prepared to meet the requirements of the Demonstration Task in a specific course must be uploaded to your portfolio. Be sure that your file for the assignment is stored on your local disk or drive.	Your assignment is stored in file [Example stored as: Supervision_Smith_J]  on your local disk or thumb drive
2.	LOGIN to SAKAI: <a href="https://sakai.rutgers.edu/portal">https://sakai.rutgers.edu/portal</a>  CLICK on the Upper Tab for <b>Ed Admin Portfolio</b>	<b>Ed Admin Portfolio</b> site opens showing action options down the left hand margin.
3.	CLICK on the <b>Demonstration Tasks</b> option in the left hand menu.  To cancel from this screen, click on <b>Home</b> in left menu.	<b>Demonstration Tasks</b> page opens listing the six demonstration tasks by course title.
4.	Locate your course title in the list and CLICK on it.	The <b>Demonstration Task</b> screen for your specific course opens.

5.	On the <b>Demonstration Task</b> screen for your specific course: SCROLL down to the bottom of the screen to the section labeled <b>Your Content</b> .	Note: This screen may be quite lengthy with directions for the demonstration task repeated.
6.	<p>In <b>Your Content</b> section, CLICK on the appropriate instruction that appears on the <u>first line</u>: Use:</p> <p><a href="#">Add xxxxxxxx</a> To initially load the file containing your assignment from your local disk to the portfolio site</p> <p><b>OR</b> -----</p> <p>To edit the file containing your assignment if you have previously loaded it into the portfolio system: CLICK on file name listed.</p> <p>-----</p> <p>Optional: If you wish to add additional material (charts, tables, forms etc.) besides your main written assignment, you may do so by clicking on the last line instruction. <a href="#">Add Other Content, e.g. uploaded files</a></p> <p>-----</p> <p>To cancel the process: CLICK on <a href="#">Back to the Wizard</a></p>	<p>Will move to the first uploading screen - still labeled <b>Demonstration Tasks</b> - and with a box labeled * <b>Display Name</b>. Disregard the name in this box. <i>[Go to Step 7]</i></p> <p>-----</p> <p>Opens file for editing. Edit as desired and Follow directions to return.</p> <p>-----</p> <p>Follow the instructions to upload additional files from your local disk or drive.</p> <p>-----</p> <p>Returns you to Step 4</p>
7.	<p>In the <b>Demonstration Tasks/ * Display Name</b> screen enter nothing at this time.</p> <p>Simply CLICK on <a href="#">Add Attachments</a></p>	<p>You will move to the <b>Demonstration Tasks ... Add/Remove Attachments</b> screen. <i>[Go to Step8]</i></p>
8.	<p>The <b>Demonstration Tasks ...Add/Remove Attachments</b> screen asks you to identify the file stored on your local drive to be uploaded to the portfolio.</p> <p>Use <a href="#">Browse</a> to the right of the shaded box labeled <b>Upload Local File</b> to search for your file on your local drive. Standard windows browse procedures are followed.</p>	

	<p>When you have found your file on your local drive, <b>CLICK</b> on it.</p> <p>If the file name is correct - Complete this screen by <b>CLICKING</b> on <a href="#">Continue</a>.</p> <p><b>OR</b> -----</p> <p>If the name is an error you can repeat the browse procedure by clicking on <a href="#">Remove</a> to the right of the file name and browsing for your file again. This will restart the browse procedure in this step.</p>	<p>The screen reloads with the name of your file appearing under a new heading at the top of this page: <b>Items to Attach</b>.</p> <p>This will take you back to the first uploading screen (labeled <b>Demonstration Tasks/ * Display Name</b> screen -see Step 7) However, you will now see that the option box is labeled <a href="#">Add/Remove Attachments</a> And your file name is listed to the right. <i>[Go to Step9]</i></p>
9.	<p>On the <b>Demonstration Tasks/ * Display Name</b> screen: If the file name is okay, click <a href="#">Save Changes</a></p>	<p>The original <b>Demonstration Tasks</b> screen for your specific course [ Step 5] opens. <i>[Go to Step10]</i></p>
10.	<p>On the original <b>Demonstration Tasks</b> screen for your specific course - Check the <b>Your Content</b> Section. You should now see a file entry labeled <a href="#">Demonstration Task –xxxxxxx</a>. Where xxxx is the name of your course</p> <p>-----</p> <p>To edit the file <b>CLICK</b> on <a href="#">Edit</a> (This is not recommended).</p> <p><b>OR</b> -----</p> <p>To remove this file and load another file <b>CLICK</b> on <a href="#">Remove</a>. [See Note 1 Below]</p>	<p>Note: The name of your original file has been changed here to read, for example, <a href="#">Demonstration Tasks-Supervision of Instruction-...</a></p> <p>-----</p> <p>Takes you back to screen labeled <b>Demonstration Tasks/ * Display Name</b> with the name of the your original file. Click on the file name to open and edit</p> <p>-----</p> <p>Takes you back to Step 6.</p>

	<p><b>OR</b> -----</p> <p>If you are ready to finalize your assignment in your portfolio <b>CLICK</b></p> <p><u>Submit Page for Evaluation Confirmation</u></p> <p>[Be careful here! See Note 2 Below]</p>	<p>-----</p> <p>Do this only when you are absolutely sure that this is your final copy of the assignment. There is no undo for this step.</p>
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### GENERAL NOTES:

1. Editing and/or modifying a file that has been loaded into the portfolio system has proven to be cumbersome. It is recommended that you only upload to the portfolio your final, finished product.

If you do find that the file you have uploaded to the portfolio needs some changes, the best method is to following the Remove procedure at any of the various steps. Make your desired changes on the copy on your local machine and then upload a perfect final version.

2. **WARNING:** Be very careful when you finalize your upload by click on Submit Page for Evaluation Confirmation in step 10. This is action cannot be reversed and is truly your final answer.

J.W.A. March 1, 2010